



STUDENT JOB BULLETIN

State of California

Commission on Correctional Peace Officer Standards and Training

Student Assistant Position

Job Reference Number: CPOST 12-17-02

JOB DUTIES AND RESPONSIBILITIES

The Commission on Correctional Peace Officer Standards and Training located in **Elk Grove, CA** is looking for **one** Student Assistant to be trained to assist professional staff in the following duties:

- Front receptionist
- Direct incoming calls to appropriate person
- Greet, screen, direct visitors
- Basic clerical duties: filing, data entry, typing, using various office machinery
- Occasional errands to the Capitol and other state agencies
- Other duties as required

PREFERRED ABILITIES

- Computer skills including use of Excel and Microsoft Word applications
- Ability to work well under deadlines
- Ability to follow oral and written instructions and to communicate clearly
- Possess a great attitude and willingness to learn new tasks
- Maintain professional work environment such as punctuality, skill, neatness, and dependability
- Ability to work independently and in a team environment
- Must possess a California Driver License and auto insurance

SCHEDULE: PART-TIME 8:00 AM – 12:30 PM

THE STUDENT WILL BE HIRED ON A SEMESTER BASIS AND MAY BE RENEWED FOR SUBSEQUENT SEMESTERS UPON APPROVAL BY CPOST

SALARY: \$7.86-\$10.47, Based on number and type of units

WHO CAN APPLY

Applicants must be currently enrolled and attending an accredited California college or university and must maintain a minimum of **6 semester units** (or quarter equivalent) and an overall GPA of 2.0. TRANSCRIPTS AND PROOF OF ENROLLMENT WILL BE REQUIRED AT TIME OF INTERVIEW. **SUBMIT YOUR COVER LETTER AND RESUME TO:**

Commission on Correctional Peace Officer Standards and Training
Attention: Kenya Dogan
3161 Dwight Road
Elk Grove, CA 95758
Phone: (916) 262-1901
Fax: (916) 262-1955

FINAL FILING DATE: January 6, 2003



The students hired for this position will be hired through **The InternSource** and work for the Commission on Correctional Peace Officer Standards and Training. The Community College Foundation is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the policy of the Community College Foundation that the workplace be free from the effects of drug and alcohol abuse. Re-issued: 11/07/01

WC#8810

Visit www.theinternsource.org for additional job listings.